



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** Executive Officer

**Position Number:** ICC02

**Position Grade:** GS-14

**Salary Range:** \$126,233 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 02/18/2022 - 03/05/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** ODNI/ICCIO

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.



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- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Intelligence Community (IC) Chief Information Office is responsible for advancing the Intelligence Community's mission by driving secure collaboration, integration, and information sharing; identifying and addressing information enterprise risks; and providing strategic leadership and oversight of the Intelligence Community's enterprise architecture and enterprise information technology.

## Major Duties and Responsibilities (MDRs)

Advise and assist the Mission & Resources Group (MRG) and IC CIO leadership's oversight of IC priority Information Technology (IT) investments and assist in resource planning through the Intelligence Planning, Programming, Budgeting, and Evaluation process.

Evaluate budget and execution activities of priority IC IT investments and assist in other resource areas as appropriate.

Develop IC-level investment strategies, and evaluate and champion proposals to ensure sufficient fiscal planning and resources for IC Information Technology Enterprise (IC ITE) and IC Information Environment (IC IE).

Advise MRG and IC CIO leadership, and provide analysis and recommendations to support their decision-making on issues affecting IC ITE and IC IE, including the establishment, requirements, funding, schedule, cost, performance, and risks of IC ITE Services of Common Concern (SoCCs).

Manage MRG's orchestration and synchronization of domain oversight; and MRG's development and implementation of strategies to shape future technical capabilities for the IC's IT infrastructure and enterprise architecture requirements.

Assist MRG and IC CIO leadership's assessment of IT capability gaps and analysis of programs to monitor, forecast, evaluate, and assess programmatic trends and relationships.

Examine, identify, monitor, and lead IC ITE and IC IE assessments to determine critical IT needs, and provide innovative solutions to address those needs.



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Manage MRG's development of read-ahead materials to prepare ODNI and IC CIO leadership for executive and legislative branch engagements, and IT IE and IC ITE program management reviews, and prepare IC CIO for these engagements.

Oversee the development and implementation of comprehensive, proactive courses of action in support of the IC CIO's priorities including IC IT network optimization, multi-cloud integration, and data center optimization.

Demonstrate a collaborative culture through building teams within MRG, the IC CIO, the ODNI, and the IC's CIO community to coordinate development and implementation of IC IE and IC ITE initiatives.

Engage with and participate in internal and external IC IT governance fora to represent IC CIO equities.

Collaborate with ODNI leadership to develop innovative approaches, and provide structured recommendations focused on the advancement of IC ITE and IC IE services.

Liaise with the IC's CIO community to initiate outreach programs and ensure resources and priority attention is given to IC ITE and IC IE priority issues.

Oversee and assist MRG personnel in their efforts to respond to taskings and prepare staff packages and correspondence.

Develop innovative business practices to create process efficiencies, and improve quality and timeliness of MRG deliverables.

## **Mandatory and Educational Requirements**

Excellent organizational and management skills to conceptualize and effectively lead complex projects with limited supervision; superior ability to work with and represent the MRG to the community on complex issues.

Superior ability to identify emerging trends and strategic issues, and incorporate these into strategic plans for the IC ITE and IC IE.

IC experience demonstrating broad and deep insight into the IC's structure, roles and responsibilities, and intelligence and IT capabilities.

Demonstrated oral and written communication skills and demonstrated ability to communicate organizational vision, mission, and plans.

Superior interpersonal, negotiation, leadership skills, and ability to exert influence and build consensus.

Demonstrated business acumen and experience developing effective integration strategies to build coalitions and drive change in the IC ITE and IC IE.

Leadership and management skills in planning, recruiting, developing, managing, and directing multidisciplinary teams.

Ability to effectively evaluate budget estimates and existing IC ITE and IC IE existing program needs; and anticipate changing requirements, and to balance competing priorities.

Expert knowledge of IC organizations, mission posture, structures, capabilities, processes, and policy development.



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## Desired Requirements

Expert knowledge of IC ITE and IC IE issues, including the relationship between IC IT needs and the analytic process to determine the impact of SoCCs and other programs designed to meet those needs.

Strong analytic and critical thinking skills, including superior ability to think strategically to identify intelligence and IT requirements, and to develop innovative recommendations and solutions.

Superior ability to exercise independent judgment on time-sensitive issues, and to work independently and collaboratively.

Program management experience, including experience drafting Statements of Work and monitoring expenditures to analyze cost-benefit against set priorities

## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- A. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- B. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- C. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- D. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.**

For current employees who do not currently have access to internal systems, applications should be sent to either [DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with



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polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

## **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov](mailto:DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov).



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## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**